

Administration Committee

2002-11-13 09:30:00.0

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Roll Call

1.

Action: Confirm Quorum

Minutes - Meeting of October 13, 2002*

2. Action: Committee Approval

• [1 A&O minutes October 02.doc](#)

Monthly Financial Statements*

3. Presented by: E. Sun

Action: Receipt

Investment Report September 2002*

Presented by: B. Mayhew

4. Action: Receipt

• [INVEST_REPTsept2002.xls](#)

• [MTC Investment report-nov02 - mayhew.doc](#)

Consent

5.

Action: Committee Approval

a) **Contract Amendment - TransLink® Network Services: PacBell***

Presented by: J. Avidon

- [TL Pac Bell Job Order #3 Avidon.doc](#)

Contract Amendment - Design and Production Services: Finger and Smith Design Associates*

b)

- [FSDesign amend Kahn.doc](#)

Contract - TransLink® Network Architect/Designer: Auriga*

c) **Presented by: J. Cheng**

- [TL Network Architect Cheng Rev.doc](#)

6. Contracts

Purchase Order - Recruitment Ads: TBD*

Presented by: T. Green

a)

Action: Committee Approval

- [Newspaper Ads Dixon.doc](#)

Contract Amendment - Bay Crossing Study: Korve*

Presented by: D. Kimsey

b)

Action: Committee Approval

- [BayCrossing SMB Reversible Lane.doc](#)

Contract Amendment - Integrated Internet/Intranet Mapping Plan: GIS/Trans, Ltd.*

c) **Presented by: M. Skowronek**

Action: Committee Approval

- [GISTrans Skowronek.doc](#)

Cooperative Agreements - Collection System: Caltrans*

Presented by: M. Berman

d)

Action: Committee Approval

- [TravInfo Coop. Agreements.doc](#)

i) **Reconstruction of the TravInfo® Traveler Information Center**

TravInfo® Electronic Toll

- ii) *These items are proposed contracts with various consulting firms and other MTC goods and professional services to carry out the agency's work program.*

Business Meeting Expenses

7.

Presented by: S. Heminger

8. Other Business/Public Comment**9. Next Meeting/Adjournment**

Next meeting

2002-12-11 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

**All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

***The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings

by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from Alameda; #36X from Hayward.

Parking at the MetroCenter: Metered parking is available on the street. No public parking is provided at the MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.